

## Instructions to Offerors—Submission of Offers Under the Multiple Award Schedule (MAS) Express Program

The General Services Administration (GSA) made a commitment to industry that GSA would award Multiple Award Schedule (MAS) contracts within 30 days. The primary goal of the MAS Express Program is to simplify and streamline the process for new Offerors to obtain MAS contracts.

Under the MAS Program, GSA establishes long-term Governmentwide indefinite delivery, indefinite quantity (IDIQ) contracts with responsible commercial firms to provide customers with access to a wide variety of supplies (products) and services.

Participation in the MAS Express Program is open to all business concerns, regardless of size. At the present time, offers accepted under the MAS Express Program are **limited to a total of 500 products/labor categories under the following Multiple Award Schedule Special Item Numbers (SINs)** :

Schedule Number and Title	Special Item Numbers (SINs)
<b>36</b> The Office, Imaging and Document Solutions	<b>165-205</b> Multimedia Office Cabinets, Displays, and Filing Systems <b>20-220</b> Projection Screen, Stand, Printer (Enlarger) Systems <i>*Set Aside for Small Business Concerns</i> <b>20-300</b> Projectors and Electronic Whiteboards <b>47-145</b> Typewriters  <b>50-177</b> Date and Time Stamps <b>50-281</b> Calculators  <del><b>50-287</b></del> Money Handling and Processing Machines <b>50-7002</b> Stencil Cutting Machines
<b>48</b> Transportation, Delivery and Relocation Solutions	<b>411-3</b> Transportation Consulting Services <b>653-8</b> Office Relocation Services
<b>51 V</b> Hardware SuperStore	<i>Lawn and Garden Department</i> <b>341-100</b> Lawn & Garden Equipment, Machinery, Implements and Products <b>341-500</b> Animal Deterrents <b>341-800</b> Lawn & Garden Tools
<b>58 I</b> Professional Audio/Video, Telecommunications, and Security Solutions	<del><b>58 I</b></del> Recording and Reproducing Video and Audio Equipment, Including Spare and Repair Parts, and Accessories

Schedule Number and Title	Special Item Numbers (SINs)
<b>67</b> Photographic Equipment— Cameras, Photographic Printers and Related Supplies and Services (Digital and Film-Based)	<b>191</b> Film, Paper, Chemicals, and Related Equipment for Photographic and Radiographic Applications <b>20-130</b> Photographic Laboratory Systems <b>20-316</b> Cameras and Accessories <b>20-320</b> Photographic Digital Technologies <b>262-53</b> Product Support for Photographic Products and Services
<b>70</b> General Purpose Commercial Information Technology Equipment, Software, and Services	<b>132-8</b> Purchase of Equipment (IT and Telecommunications Hardware) <b>132-12</b> Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts <b>132-50</b> Classroom Training <i>Note:</i> Vendors offering for Purchase of Equipment (SIN 132-8) are required to provide maintenance service and/or repair service and repair parts (SIN 132-12), in accordance with normal industry practices, for the type of equipment offered.
<b>73</b> Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services	<i>Cleaning Equipment and Accessories, Cleaning Chemicals and Sorbents, and Janitorial Supplies</i> <b>375-100</b> Vacuum Cleaner Machines—Canister Type <b>375-103</b> Vacuum Cleaner Machines—Upright Type <b>375-107</b> Vacuum Cleaner Machines—Portable, Hand Type <b>375-117</b> Carpet Cleaner Machines—Shampooers, Extractors <b>375-125</b> Carpet Cleaner Sweepers and Scrubbers— Walk Behind Type <b>375-129</b> Floor Cleaner Machines—Scrubbers, Strippers, Polishers, Burnishers <b>375-135</b> Machine Accessories and Attachments <b>375-139</b> Repair and Replacement Parts for Cleaning Equipment <b>375-200</b> Janitorial Supplies—Mops, Buckets, Wringers, Squeegees, Brooms, Brushes, Sponges, Scouring Pads, Wiping Rags, Cleaning Cloths, Polishing Pads, and Related Items <b>375-321</b> Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives <b>375-323</b> Powdered and Liquid Laundry Cleaners and Dry Cleaning Chemicals

Schedule Number and Title	Special Item Numbers (SINs)
<b>73</b> Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals, and Services ( <i>continued</i> )	<b>375-341</b> Floor and Carpet Chemical Products <b>375-351</b> Sorbents, Non-Marine Usage, Type I (Non-hazardous and Non-toxic Organic Spills) <b>375-352</b> Sorbents, Non-Marine Usage, Type II (Hazardous and Toxic Organic Spills) <b>375-353</b> Sorbents, Marine Usage, Type III (Non-water Soluble) <b>375-355</b> Sorbent Accessories <b>375-356</b> Sweeping Compounds <b>375-363</b> Cleaners/Degreasers (Water and/or Solvent Based Detergents) <b>375-364</b> Cleaners/Degreasers and Polishers (1,1,1 Trichloroethane CFC Replacement for Industrial/Electrical Applications) <b>375-368</b> Rubber Cleaning Gloves <b>375-371</b> Chemical Dispensing Equipment and Systems <b>375-372</b> Cleaning Chemicals Used With Dispensing Systems <b>375-391</b> Auto Cleaners/Polishers, Air Fresheners, and Windshield Care <b>375-393</b> Tire Care: Tire/Wheel Dressings, Tire Cleaners/Protectants, Tire Sealants, Road Hazard Kits, and Battery Mats <i>Recycling Collection Containers and Waste Receptacles</i> <del><b>384-2</b></del> Office Recycling Containers and Waste Receptacles <del><b>384-4</b></del> Outdoor Recycling Containers and Waste Receptacles
<b>75</b> Office Products/Supplies and Services	<del><b>75-85</b></del> Restroom Products
<b>78</b> Sports, Promotional, Outdoor, Recreational, Trophies, and Signs (SPORTS)	<i>Sports and More</i> <b>192-02</b> Sporting Goods Equipment and Supplies <b>192-08</b> Fitness Equipment <b>192-09</b> Turfs, Greens, and Sports Floors <b>192-19</b> Poolside—Includes Swimming Pool Equipment and Supplies <b>192-41</b> Sounds of Music—Musical Instruments, Accessories, and Spare Parts

Schedule Number and Title	Special Item Numbers (SINs)
78 Sports, Promotional, Outdoor, Recreational, Trophies, and Signs (SPORTS) <i>(continued)</i>	<p><b>192-42</b> Child's Play—Toys, Preschool Aids, Games, Crafts, and Hobbies</p> <p><b>192-45</b> Sports Clothing and Accessories</p> <p><i>Fun in the Great Outdoors, Including Park and Outdoor Recreational Equipment</i></p> <p><b>192-33 A</b> Camping and Hiking Equipment</p> <p><b>192-37 B*</b> Park and Recreational Tables, Benches, Outdoor Pool and Patio Furniture and Bleachers, Including Replacement Parts <i>*Set Aside for Small Business Concerns</i></p> <p><b>192-37 I</b> Park and Playground Equipment</p> <p><del>251</del> <b>251-6</b> Wheel and Track Vehicles</p> <p><b>251-6</b> Utility Vehicles, Unlicensed, Off-Road, Automotive Design</p> <p><del>251-13</del> <b>251-13</b> Mobile Homes, Travel Trailers with Ancillary Services <i>(excludes construction)</i></p> <p><b>251-22</b> Recreational Watercraft</p> <p><i>Signs and Safety Zone Products</i></p> <p><b>366-11</b> Signs</p> <p><b>366-12</b> Safety Zone Products</p> <p><b>366-90</b> Ancillary Services Related to Signs and Safety Zone Products <i>(excludes construction)</i></p> <p><i>Trophies, Awards, Presentations, Promotional Products, and Briefcases/Carrying Cases</i></p> <p><b>366-22</b> Trade Show Displays, Exhibit Systems, and Related Products and Ancillary Services</p> <p><b>366-23</b> Flags, Banners, Pennants, and Related Products</p> <p><b>402-5*</b> Awards, Plaques, Trophies, Ribbons, Medals, Lapel Pins, Badges, Buttons and Patches, and Related Products <i>*Set Aside for Small Business Concerns</i></p> <p><b>402-7</b> Pens and Writing Instruments; Rulers; Tape Measures; Magnets; Stress Indicators; Key Tags; Key Rings; Luggage Tags; Pocket Tools; Ice Scrapers; Mugs, Glassware, Plates and Bowls Suitable for Engraving; Imprintable Planners; Portfolios; Calculators; Briefcases, Carrying Cases, Bags, and Accessories; Computer Accessories, including Mouse Pads, Wrist Rests, and Related Products</p>

Schedule Number and Title	Special Item Numbers (SINs)
<b>81 I B</b> Shipping, Packaging, and Packing Supplies	<b>617-1</b> Bags and Sacks; Shipping Paper; Closed Cell Plastic Film; Reinforced, Cushioned, and Barrier Material <b>617-2</b> Bottles, Jars, Boxes, Cartons, Crates, Containers, and Metal Drums <b>617-3</b> Wrapping and Strapping Materials <b>617-4</b> Packaging and Packing Bulk <b>617-5</b> Performance Oriented Packaging (POP)—Plastic Overpack and Hazardous Material Packaging <b>617-7</b> Aluminum Foil <b>617-10</b> Packaging Services <b>617-11</b> Maintenance, Repair, and Modification of Containers <b>617-12</b> Pallets, Plastic and Wood
<b>599</b> Travel Services Solutions	<b>599-1</b> Travel Consulting Services
<b>899</b> Environmental Services	<b>899-1</b> Environmental Planning Services and Documentation <b>899-2</b> Environmental Compliance Services Environmental Occupational Training <b>899-3</b> Services <b>899-4</b> Waste Management Services <b>899-5</b> Reclamation, Recycling, and Disposal Services <b>899-6</b> Remote Advisory Services <i>(in support of environmental programs)</i> <b>899-7</b> Geographic Information Services <i>(in support of environmental programs)</i> <b>899-8</b> Remediation Services

Through the use of a centralized Schedule Program Express Evaluation Desk (SPEED Desk), GSA intends to standardize and expedite the initial review and qualification of offers. Upon completion of its initial review and qualification of an offer, the SPEED Desk will immediately notify the Offeror as to whether the offer meets the minimum criteria for consideration under the MAS Express Program and, if not, the options available to the Offeror. By expediting this turnaround time for the initial review and qualification of an offer, as well as providing the Offeror with rapid feedback, the overall time required to review, evaluate, negotiate (if necessary), and award an MAS contract should be greatly reduced.

Offerors are advised that meeting the minimum criteria for the MAS Express Program does not guarantee the award of an MAS contract. Although the criteria identified in these Instructions to Offerors supersede any **corresponding** requirements in individual solicitations, offers that qualify for the MAS Express Program must still meet all **additional** criteria identified in the applicable Schedule solicitation.

## Offer Submission

**IMPORTANT:** GSA will only accept MAS Express eOffers. See the "Electronic Submission" instructions below for more information.

**Electronic Submission:** eOffers are to be submitted using [Express eOffer](#), a web based application that allows Offerors to prepare and submit their offers under the MAS Express Program electronically. Access to Express eOffer is available at <http://eoffer.gsa.gov> by clicking on the "Sign In" box under **Express Offers (eOffers)**.

**Note:** Offerors are advised that "Express" eOffer is different from eOffer; Express eOffer allows electronic submission of offers *under the MAS Express Program*, while eOffer simply allows electronic submission of offers for *standard offer processing*. Offerors should ensure that the **Express Offers (eOffers)** block is selected.

**IMPORTANT:** Offerors are advised that when using Express eOffer, once the offer is submitted electronically, the offer is "locked" in the system until GSA completes its review. The only information that may be changed prior to the completion of the review is the company point of contact and/or authorized negotiator. eOffers may be withdrawn at anytime prior to contract award.

The Vendor Checklist will be used by the SPEED Desk to complete its initial review and qualification of all offers submitted under the MAS Express Program.

## Basic Requirement—Excluded Parties List System (EPLS)

The [Excluded Parties List System \(EPLS\)](#) is a central registry that contains information regarding entities debarred, suspended, proposed for debarment, excluded, or otherwise declared ineligible from receiving Federal contracts. Access to the EPLS is available at <http://www.epls.gov>. An Offeror or any individuals identified in the solicitation that appear in EPLS are not eligible for award of an MAS contract.

## Core Criteria

The "Core Criteria" for the MAS Express Program are identified below:

- The Offeror has been in business for at least two years.
- The Offeror has a minimum of \$100,000 in sales (cumulative sales primarily or entirely commercial) during the last two years.

**Submission with Offer:** The Offeror should submit sufficient documentation to support an affirmative response that it has a minimum of \$100,000 in sales (cumulative sales primarily or entirely commercial) during the preceding two years. Such documentation may include, but is not limited to, financial statements and invoices.

- The Offeror has a minimum current ratio of 1.5 for offers submitted under all participating Schedules and SINs (with the exception of Schedule 48, SIN 653-8, which requires a minimum current ratio of 1.2).

The minimum current ratio is based upon the Offeror's most current year's financial statement (income and balance sheets) and is calculated by dividing the Offeror's current assets by its current liabilities.

- The Offeror has positive and/or neutral ratings on all elements on its Open Ratings Past Performance Evaluation Report.

Under an Open Ratings Past Performance Evaluation, Open Ratings, a Dun & Bradstreet (D&B) Company, conducts an independent audit of customer references and calculates a rating based upon a statistical analysis of various performance data and survey responses. While some solicitations do contain the form to request an Open Ratings Past

Performance Evaluation, the Offeror may request the evaluation directly from Open Ratings by placing an order online at [www.ppereports.com](http://www.ppereports.com).

*Submission with Offer:* The Offeror must submit two copies of its application for an Open Ratings Past Performance Evaluation, along with two *color* copies of the Open Ratings Past Performance Evaluation Report. Open Ratings requests that customers provide 20 references in order to ensure that sufficient responses are received to successfully generate a report. Under the MAS Express Program, the Offer must submit a sufficient number of references in its application *to ensure that Open Ratings receives responses from at least four references*. The Open Ratings Past Performance Evaluation Report is valid for one year from the date of issuance.

In order to be considered for the MAS Express Program, the Offeror must meet **all** core criteria. If one or more of the core criteria are not met, the offer will not meet the minimum criteria for the MAS Express Program. The SPEED Desk will then reject the offer and return it to the Offeror, with an explanation as to the deficient core criteria. Such action does not preclude the Offeror from submitting its offer to the applicable Acquisition Center/Office for *standard offer processing*. In order to facilitate any subsequent submission for *standard offer processing*, the SPEED Desk will also identify any deficiencies noted in the secondary criteria, so that the Offeror can address those deficiencies prior to submission to the appropriate Acquisition Center/Office.

## Secondary Criteria

The "Secondary Criteria" for the MAS Express Program are identified below:

- The Offeror has registered in the [Central Contractor Registration \(CCR\)](http://www.ccr.gov) database, and the CCR registration is up-to-date. The CCR collects, validates, stores, and disseminates data in support of agency acquisition missions. The Offeror must be registered in the CCR prior to the award of a Schedule contract. Access to the CCR is available at <http://www.ccr.gov>.

*Note:* In order to register in the CCR database, the Offeror must have a [Data Universal Numbering System \(DUNS\) Number](http://fedgov.dnb.com/webform). The DUNS Number is a unique nine character identification number provided by Dun & Bradstreet. The DUNS website at <http://fedgov.dnb.com/webform> contains information for the Offeror to obtain a DUNS Number by telephone or via the Internet.

The Offeror has completed the [Online Representations and Certifications Application \(ORCA\)](https://orca.bpn.gov) in its entirety. ORCA was developed as an Integrated Acquisition Environment (IAE) E-Government initiative designed to reduce the administrative burden on Offerors to submit the same paper-based representations and certifications repeatedly for various solicitations. As of January 1, 2005, Federal Acquisition Regulation (FAR) 4.12 requires prospective contractors to complete electronic annual representations and certifications via the ORCA website at <https://orca.bpn.gov>, and to update the representations and certifications as necessary, but at least annually to ensure they are kept current, accurate, and complete.

The Offeror has **only** offered Special Item Numbers (SINs) that have been approved for the MAS Express Program—see preceding table.

The Offeror has completed the "Pathway to Success" education seminar, by attending either a "live" presentation or completing the web based presentation posted on the [Vendor Support Center \(VSC\)](http://vsc.gsa.gov) under the "Vendor Training" tab. Access to the VSC is available at <http://vsc.gsa.gov>. Pathway to Success is designed to assist prospective MAS contractors in making an informed decision as to whether obtaining an MAS contract is right for them. The presentation provides background information on the MAS Program, as well as GSA's expectations for an Offeror to become a successful MAS contractor, and information regarding how to compete and succeed in the Government marketplace. Other topics of discussion include how to develop an MAS-specific business plan, and how to submit a quality offer.

**Submission with Offer:** At the completion of the Pathway to Success education seminar, the Offeror will receive a certificate. Two copies of the certificate must be submitted with the offer. The Pathway to Success Certificate is valid for one year from completion of the education seminar; i.e., the Offeror must submit its offer within the one-year period during which the certificate is valid. If the offer is not submitted during this one-year period, the Offeror must complete a new Pathway to Success education seminar in order to be eligible to participate under the MAS Express Program. The employee who completed Pathway to Success must still be employed by the Offeror at the time of offer submission.

The Offeror has submitted two copies of a signed, completed Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items, under the most recent solicitation refresh.

The Offeror has completed all fill-in clauses/provisions. Fill-in

clauses/provisions include, but are not limited to—

- > Scope of Contract;
- > Ordering Information;
- > Contact for Contract Administration;
- > Contractor's Remittance (Payment) Address;
- > Authorized Negotiators; and
- > Place of Performance.

The Offeror has submitted two copies of its current, dated, commercial pricelist/catalog and/or established pricing accompanied by invoices or other documentation to substantiate proposed pricing.

The Offeror has submitted two copies of its completed Commercial Sales Practices Format (CSP).

The instructions for submission of the Commercial Sales Practices Format, along with the actual document, are included in the solicitation. *The Offeror is strongly advised to thoroughly review the Commercial Sales Practices Format and corresponding instructions in the applicable solicitation, in order to fully respond to all solicitation requirements.* Further information regarding the submission of discounts, concessions, and pricing policies is contained in General Services

Administration Acquisition Regulation (GSAR) clause [552.212-70, Preparation of Offer \(Multiple Award Schedule\)](#).

The Offeror has proposed items that are within the scope of the identified Schedule Special Item Numbers (SINs).

*Note:* For an item to be "within the scope" means that the proposed item falls within the generic description of the Special Item Number identified in the Schedule solicitation. The Offeror is advised that a final determination as to whether the items offered are within the scope of the Schedule solicitation SINs will be made, at a subsequent date, by the appropriate Acquisition Center/Office.

The Offeror has submitted two *color* copies of the report from Open Ratings indicating the results of its Past Performance Evaluation.

The Offeror has submitted two copies of at least one year of its **most current** financial statement (income and balance sheets).

The Offeror has proposed 500 or fewer products/labor categories *and has numbered its products/labor categories in order to facilitate the SPEED Desk review of this criteria.*

The Offeror, if other than the manufacturer, has submitted two copies of the manufacturers' pricelists.

The Offeror, if other than the manufacturer, has submitted two copies of Letters of Supply—**using**



**the required template** (Attachment 2)—for each manufacturer whose products are offered. The required template must constitute the *first page* of the Letter of Supply and is, in itself, sufficient to meet the criteria. Suppliers may, at their discretion, include additional language in their Letters of Supply, *provided that* such language does not contradict any statement in the template.

The Offeror has proposed equal to or better than most favored customer pricing.

The Offeror has taken **no exceptions** to the terms and conditions of the solicitation.

In addition to checking the appropriate box, the Offeror is required to insert the company name and initial the affirmative statement at the bottom of the second page of the Vendor Checklist (Attachment 1).

The Offeror, if a large business concern, has submitted a complete subcontracting plan.

In accordance with [Federal Acquisition Regulation \(FAR\) 19.702\(a\)\(1\)](#) and [General Services Administration Acquisition Manual \(GSAM\) 519.705-2\(a\)](#), a small business subcontracting plan is required from a large business concern whose estimated dollar value of the proposed Schedule contract, *including options*, is expected to exceed \$550,000. The specific [requirements of a subcontracting plan](#) are identified in FAR 19.704.

Attachment 3, GSA Subcontracting Goals (How to do the math calculations), is provided to assist the Offeror in computing the dollars and percentages to be subcontracted to each category of business concern.

- The Offeror has inserted the company name and initialed the statement confirming that the Offeror has addressed all of the applicable evaluation criteria indicated on the Vendor Checklist in the affirmative, with the exception of a successful financial review and approval of a subcontracting plan. (*Not Applicable to Express eOffer.*)
- The Offeror has submitted complete technical and price proposals (if applicable) that include all elements required by the solicitation.

**IMPORTANT:** Additional eligibility criteria may apply. The Offeror ***must review and adhere to*** the criteria outlined in the MAS Express Program Instructions to Offerors specific to the Schedule solicitation under which the offer is submitted.

As noted above, if all of the core criteria are met, the Offeror meets the basic eligibility criteria for consideration under the MAS Express Program. If, however, one or more of the secondary criteria are deficient, the SPEED Desk will reject the offer and return it to the Offeror, with an explanation as to the deficient secondary criteria. This rejection does **not** preclude the Offeror from resubmitting the offer for consideration under the MAS Express Program, once all identified deficiencies have been addressed.

**IMPORTANT:** Offerors meeting the basic eligibility criteria for the MAS Express Program are advised that their offers will undergo further evaluation by the appropriate Acquisition Center/Office. GSA may, at any time, request additional information in order to ensure that all solicitation requirements have been addressed. Such requested information may include additional pricing/discount information in order for GSA to make a price reasonableness determination. Offerors are also advised that their proposals may still be subject to negotiation, and may be rejected and returned at any time during the evaluation process.

#### **SUBMISSION OF OFFERS**

- ***Electronic Submissions:*** Offers submitted in electronic format under the MAS Express Program utilizing Express eOffer are transmitted via the eOffer website at <http://eoffer.gsa.gov>.

For questions regarding a particular Schedule solicitation, Offerors are advised to contact the points of contact listed for the specific solicitation in FedBizOpps or in the actual solicitation document. For questions specifically related to the MAS Express Program, Offerors are advised to contact the SPEED Desk on (312) 886-8897.

## Attachment 1: Multiple Award Schedule (MAS) Express Program Vendor Checklist Please

check only one:                      Large Business   Small Business

Please check one or more (as applicable):              Manufacturer   Dealer   Service Provider

### Disqualification

**Location In Offer**  
(Page Number and/or  
Attachment Number)

#### Offeror:

Does Not Appear on the Excluded Parties List System (EPLS) (If the Offeror does not appear, this should be answered as "Yes")                      Y e s   N o

### Core Criteria

#### Offeror:

Has Been in Business for at Least Two Years                      Y e s   N o                      \_\_\_\_\_

Has a Minimum of \$100,000 in Sales (Cumulative Sales Primarily or Entirely Commercial)  
During the Last Two Years                      Y e s   N o                      \_\_\_\_\_

Has a Minimum Current Ratio of 1.5\* Based on Most Current Year's Financial Statement  
(\*1.2 for Schedule 48, SIN 653-8)                      -----

Has Positive and/or Neutral Ratings on ALL Open Ratings Past Performance Evaluation Report Elements                      Y e s   N o                      \_\_\_\_\_

### Secondary Criteria

#### Offeror:

Has Registered and Registration is Up-to-Date in the Central Contractor Registration (CCR)                      Y e s   N o

Has Completed Online Representations and Certifications Application (ORCA)                      Y e s   N o

Has Offered Approved SINs                      Y e s   N o

Please Identify Offered SINs

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**Secondary Criteria (continued)**

**Location In Offer**  
(Page Number and/or  
Attachment Number)

Has Completed the "Pathway to Success" and Included Certificate	Yes . N o
Has Completed All Required Fill-In Clauses	Yes . N o
Has a Current, Dated, Commercial Pricelist/Catalog and/or Established Pricing Accompanied by Invoices or Other Documentation to Substantiate Proposed Pricing	Yes . N o
Has Submitted a Complete Commercial Sales Practices Format (CSP)	Yes . N o
Has Offered Items that are Within the Scope of the Proposed Schedule/SINs	Yes . N o
Has Submitted Open Ratings Past Performance Evaluation Report Results	Yes . N o
Has Submitted at Least Two Years of <u>Most Current</u> Financial Statement (Income and Balance Sheets)	Yes . N o
Has Proposed 500 or Fewer Products/Labor Categories	Yes . N o
Has Submitted Manufacturers' Pricelists (if applicable)	Yes . N o . N / A -----
Has Submitted Letters of Supply Using Required Template	Yes . N o . N / A -----
Has Offered Equal To or Better Than Most Favored Customer Pricing	Yes . N o
Has Taken No Exceptions to the Terms and Conditions of the Solicitation	Yes . N o
Has Submitted a Complete Subcontracting Plan (if Offeror is a large business)	Yes . N o . N / A -----
Has Approved Subcontracting Plan (if Offeror is a large business)	-----
Has Submitted a Complete Technical Proposal (if applicable) that Includes All Elements Required by the Solicitation	Yes . N o . N / A -----
Has Submitted a Complete Price Proposal (if applicable) that Includes All Elements Required by the Solicitation	Yes . N o . N / A -----
Has Submitted Additional Eligibility Criteria Outlined in the MAS Express Program Instructions to Offerors Specific to the Schedule Solicitation Under Which the Offer is Submitted	Yes . N o . N / A -----

[Offeror Name] takes no exceptions to the Terms and Conditions of this solicitation. [Initial]

[Offeror Name] has addressed all of the applicable evaluation criteria in the affirmative.  
[Initial] Please note that the current ratio and approved subcontracting plan require no response.

## Attachment 2: Letter of Supply Template

[Submitted on Supplier Letterhead]

[Supplier Name]

[Supplier Point of Contact (POC)]

[Address]

Re: Letter of Supply

Dear [Offeror POC],

This Letter of Supply is in reference to the offer that [Offeror Name] submitted in response to the General Services Administration's Solicitation [Solicitation Number]

In the event that [Offeror Name] is awarded a Multiple Award Schedule (MAS) contract under the aforementioned solicitation number, [Supplier Name] can guarantee an uninterrupted source of supply, with sufficient quantities of product, for the duration of the base contract period. [Supplier Name] understands that all products and services that are offered on MAS contracts must be compliant with the Trade Agreements Act (TAA) (19 U.S.C. 2501, *et se q.*) As such, all products supplied by [Supplier Name] to [Offeror Name] will be TAA compliant. You will be notified immediately upon discovery of any changes in the Country of Origin of supplied products.

EPA/CPG:

[Supplier Name] understands that if they certify that the products being supplied meet or exceed the minimum content levels established under the Comprehensive Procurement Guidelines (CPGs) program then they **must** furnish [Offeror Name] proof in the form of a copy of the certification from the manufacturer or a copy of the environmental organization's certification in order for [Offeror Name] to be allowed to display the appropriate environmental attributes on their GSA contract. The percentage of the recovered materials and post-consumer materials must also be provided to the offeror/contractor.

[Supplier Name] understands that if no proof of the environmental attributes being claimed is provided then the offeror will not be allowed to display the applicable environmental attribute icon.

The EPA maintains a list of EPA-designated products in their CPGs to provide Federal agencies purchasing recommendations on specific products in several Recovered Materials Advisory Notices (RMANs). Each RMAN contains recommended recovered and post-consumer material content levels for the specific products designated by EPA (40 CFR part 247 and EO 13423: Strengthening Federal Environmental, Energy, and Transportation Management). Visit the CPG web site at <http://www.epa.gov/cpg> to view the current list of products that must comply with Comprehensive Procurement Guidelines (CPGs). Also, CPG supporting documentations and background information (such as RMANs) can be found at <http://epa.gov/cpg/backgrnd.htm>.

The person whose signature appears below is authorized to make the commitments noted above.

Sincerely,

[Signed by a company official authorized to make the commitment]

*\*The above is a mandatory template and will constitute the first page of the Letter of Supply. Although the content of the template is sufficient, Suppliers may attach additional verbiage in subsequent pages as long as the verbiage does not contradict the statements made above.*

*\*Please note that "Supplier" name is synonymous with "Manufacturer" and/or "Distributor."*

### Attachment 3: GSA SUBCONTRACTING GOALS (How to do the math calculations)

Goals must be stated in both dollars (\$) and percentages (%).

The **contractor** must state the estimated **total subcontracting dollars** planned to be subcontracted to all types of business concerns, then state separately the **total dollars that will be subcontracted to each category (large business, small business, HUBZone small business, small disadvantaged business (SDB), women-owned small business (WOSB), veteran-owned small business (VOSB), and service-disabled veteran-owned small business (SDVOSB) concerns)** .

The **Small business dollar amount** must include all subgroup category amounts; i.e., HUBZone, SDB, WOSB, VOSB, SDVOSB (plus any "other small" businesses that do not fall within one of these specified subgroups).

The **dollar amounts** planned for subcontracting to Small, HUBZone, SDB, WOSB, VOSB, and SDVOSB concerns must be expressed in the subcontracting plan as **percentages of the total subcontracting dollars to all concerns**. *\*Only the large plus all small should equal the total.*

*The Dollars shown below are only examples; however, the percentages shown are the actual GSA goals for FY. To review prime or subcontract goals online, visit the SBA website at [www.sba.gov/GC/goals](http://www.sba.gov/GC/goals) and select the appropriate fiscal year link.*

	Dollars	Percentage
<b>Total dollars to be subcontracted (to both Large and Small Businesses)</b>	\$100,000	<b>100%</b>
<b>*To Large Businesses</b>	\$ 70,000*	
<b>*To all Small Businesses</b>	\$ 30,000*	*70%
(includes HUBZone Small, Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, and Other Small Business Concerns)		*30%
To HUBZone Small Businesses	\$	3%
To Small Disadvantaged Businesses	3,000	5%
To Women-Owned Small Businesses	\$	
To Veteran		3%
-Owned Small Businesses	5,000	
(includes SDVOSB below in this total)		3%
To Service-Disabled Veteran-Owned Small Businesses	\$	

**NOTE:** The total \$30,000 to **all Small** businesses already **includes** each subgroup (HUBZone, SDB, WOSB, VOSB, and SDVOSB), plus other small businesses that are only small and do not fall into a specified category. Do **not** add together subgroups to reach the total Small figure, as the same dollars can be double and triple counted for each group as applicable to the company receiving the order.